

## **SECTION 01357**

### **MENTAL HEALTH & DISABILITIES PROJECT PROCEDURES**

#### **PART 1 - GENERAL**

- 1.01 SECTION INCLUDES: General restrictions on access to and use of site and surroundings, and security procedures for tools, materials, and individuals within the work force.
- 1.02 SUPERVISION
- A. Provide on-site supervision of construction personnel at all times.
  - B. Facility Manager (FM) may provide Contractor's Superintendent a radio for communication. Superintendent shall turn in radio to Facility Manager (FM)'s Designee when leaving premises.
  - C. Concerns or complaints shall be addressed to the Facility Manager (FM)'s Designee by the Contractor's Superintendent.
- 1.03 ACCESS TO SITE
- A. Access is normally restricted to the period from 7:00 am to 7:00 pm every day. Facility Manager (FM) may vary these hours at his discretion. Contractor shall provide Facility Manager (FM) 48 hours notice before working on Saturdays, Sundays, or holidays.
  - B. Contractor's access to site may be limited through a single point designated by Facility Manager (FM). Access to non-designated areas of work will not be permitted. Fixed times for arrival and departure of most construction forces as a group shall be established by mutual agreement between Contractor and Facility Manager (FM). Changes and additions to normal working schedules shall be communicated to Facility Manager (FM)'s office 48 hours in advance through the Facility Manager (FM)'s Designee.
  - C. Facility Manager (FM) will endeavor to notify Contractor as soon as possible if a situation exists which may preclude timely access to site.
- 1.04 USE OF SITE
- A. Use of site shall be confined to the specific area of work. There shall be no access to other areas of the facility except as specifically approved by Facility Manager (FM).
  - B. Vehicles:
    - 1. Work trucks will be permitted on-site as needed if they are capable of being fully locked, including tool compartments.

## 1.05 TOOLS AND MATERIALS

- A. Contractor shall endeavor to introduce only necessary tools into the facility, and in the least possible number. At no time shall contractor leave tools or materials unattended.
- B. Hand tools shall be kept in Contractor's possession at all times when not properly stored. Tools shall be removed or placed in a locked tool box, shed, trailer, or similar tool storage area. Ramset tools may be stored on site; however, "shots" shall be removed daily and all spent shot accounted for.
- C. Storage of hand tools at site will not be permitted unless such tools are securely stored in a manner acceptable to the Facility Manager (FM). Facility Manager (FM) will designate an area for tool storage. Contractor shall provide a tool storage container and lock, provide a key to the Facility Manager (FM) until removal of container, and provide Facility Manager (FM) a list of tools.
- D. Do not give or loan tools or supplies to a patient or residence. Do not accept anything from a patient or residence. Do not permit a patient or a resident access to Construction Documents and related papers. Report thefts immediately. Do not offer advice; give money, candy cigarettes, etc., to patients or residents.
- E. Immediately report lost Class "A" tools to Facility Manager (FM)'s Designee. The following partial list is of Class "A" tools, which are considered to be hazardous and likely to be used in an escape or in abuse of self or others. Class "B" tools are all other tools:

axe	load binder
bits of any kind	lock pick
blades of any kind	mask
channel locks	masonry hawk
cheater pipe	mechanical puller
cheater bars	melting ladle
chisels of any kind	pipe pusher
come-along	pipe wrench
conduit bender	pliers
crowbar	putty knife
cutters of any kind	rope
cutting tips	sander or sandpaper
drill	saw
file	scaffold
floor jack	shears
grinder	snips
hacksaw	soldering gun
hammer	stud gun
hex-t-set key	stud gun loads
hoist and chain	torch head
hydraulic jack	vice grips
impact gun	welding tips
knives of any kind	whet stone
ladder	wrecking bar
lathe	wrench

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- F. The Contractor shall be responsible for the transportation, care, protection and storage on the site of his materials to the end that all materials shall be in perfect condition at the time of incorporation into the work. All storage and operations on the site shall be confined to areas that are coordinated with, and authorized by the Owner.

#### 1.06 SEARCH AND SEIZURE

- A. Facility Manager (FM) may seize items that may pose a danger to the safety and security of facility, personnel, patients, or residents.

#### 1.07 PERSONNEL RULES:

- A. The Contractor or Contractor's employees shall immediately contact staff personnel or security concerning any problems with patients or residents.
- B. Identification of Personnel
  - 1. An identification card (or pass) will be provided to each construction worker who enters the secure confines of the facility. Workers will be required to show a valid driver's license, social security card, birth certificate, or verification from supervisor in order for card to be issued. Identification cards must be worn in plain sight at all times. If lost or stolen, report to the Facility Manager (FM)'s Designee for issuance of a new card. Identification cards shall be returned to the Facility Manager (FM)'s Designee upon completion of work or termination of employment.
  - 2. Construction workers may be required to wear appropriate identification inside correctional facilities, which may consist of:
    - a. headwear of a specific color
    - b. shirt and/or vest of a specific color
    - c. other appropriate apparel designated by Facility Manager (FM)
- C. Association with inmates:
  - 1. Association with patients and residents is not permitted.
  - 2. Trafficking or trading in goods with patients and residents is not permitted.
- D. Do not bring items which are not required for performance of work; neither in personal vehicles nor on one's person. Remove unnecessary items from vehicles so that searches may proceed quickly.
- E. Alcoholic Beverages, Weapons, and Drugs:
  - 1. Alcoholic beverages, weapons, and non-prescription drugs are not allowed on site. Persons caught introducing illegal or banned items onto the grounds of a State Mental Health or Mental Retardation institution are prosecuted.
  - 2. Individuals using prescription medications shall fill out a form, suitable to Facility Manager (FM), identifying themselves and their medications, and receive approval of Facility Manager (FM) before bringing prescription medications on site. Facility Manager (FM) may require verification of prescription. Facility Manager (FM) may refuse to permit prescriptions medications on site. Only enough medication for one day may be brought on site. Contractor's Superintendent shall keep a copy of the form on file.

F. Meals:

1. Workers should bring their lunch or leave the facility to obtain meals. Food service to construction workers will not be provided.
2. If vending machines are available, they will be identified in orientation.

G. Visitors: On site visitors of construction workers are prohibited. Persons not working on the Project are required to first seek approval of Facility Manager (FM) before visiting site.

H. The Contractor, Contractor's employees, subcontractors and subcontractor's employees upon directly or indirectly identifying a patient or resident shall be kept confidential and shall not be disclosed.

1.08 EMERGENCIES:

A. If Facility Manager (FM) declares a state of emergency, Contractor may be:

1. required to leave premises
2. confined to a specific area for duration of emergency

**END OF SECTION**

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